



Job Opportunity Bulletin

Office Assistant (Typing)

Tenure/Timebase:	Permanent Intermittent
Office/Location:	California Commission on Teacher Credentialing Office of Human Resources 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$2003 - \$2435/month Range B: \$2172 - \$2641/month
Final Filing Date:	June 22, 2006
Contact:	Maureen Henkelman (916) 324-3937

Duties:

Under the general direction of the Director of the Office of Human Resources, the Office Assistant (Typing) is responsible for the following:

- Provide general clerical support to the Office of Human Resources including, but not limited to, front counter customer service; answer the main telephone line and direct to the appropriate staff; sort, date stamp and distribute incoming mail; make copies; maintain and order office supplies; ensure equipment and maintenance repairs are handled for the office; file job opportunity bulletins and examination announcements; maintain manuals utilized by personnel staff; and maintain route slips.
- Work on special projects for the Office of Human Resources.
- Responsible for maintaining office files. Purge materials from files when needed. Develop new filing systems or revise existing filing systems when needed.
- Provide HR staff with assistance as needed.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Ability to work cooperatively and effectively with others
- Ability to follow oral and written instructions
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Excellent computer skills
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classification (e.g., transfer, list, T&D or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Maureen Henkelman. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.